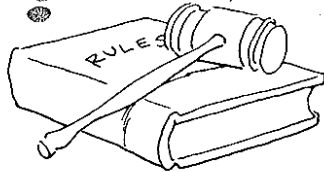


**WHAT IS
PARLIAMENTARY
PROCEDURE
?**



It's a **SET OF RULES** for conduct at meetings.

It allows **EVERYONE** to be heard and to make decisions without confusion!

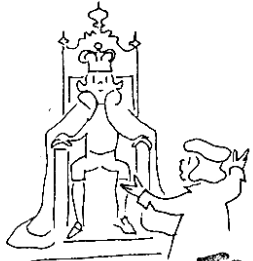
**WHY IS
parliamentary
procedure
IMPORTANT
?**

Because it's a time-tested method of conducting business at meetings and public gatherings.

**Parliamentary procedure has a
LONG HISTORY.**

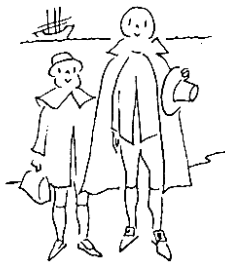
IT ORIGINATED

in the early English Parliaments (discussions of public affairs).



**IT CAME TO
AMERICA**

with the first settlers.



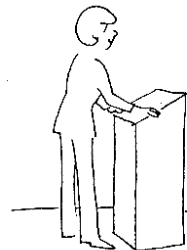
**IT BECAME
UNIFORM**

in 1876, when Henry M. Robert published his manual on Parliamentary Law.

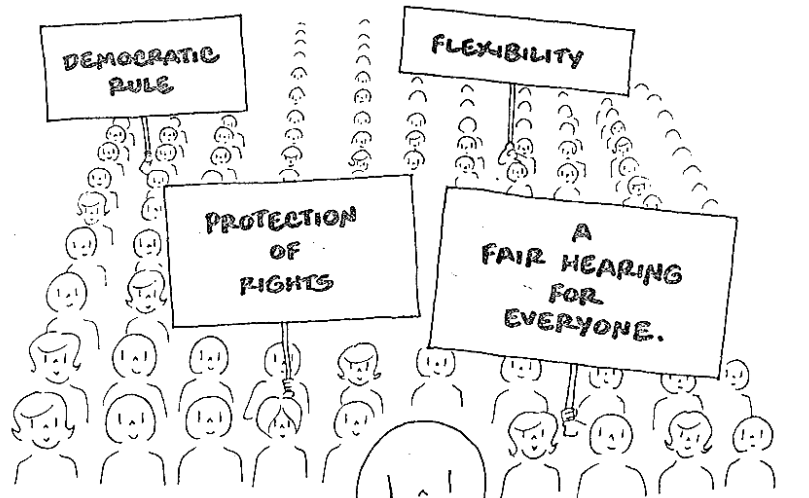


Today

**ROBERT'S RULES OF ORDER
NEWLY REVISED** is the basic handbook of operation for most clubs, organizations and other groups.



PARLIAMENTARY PROCEDURE MEANS:



It can be adapted to fit the needs of any organization.



So it's important that everyone know these **BASIC RULES!**

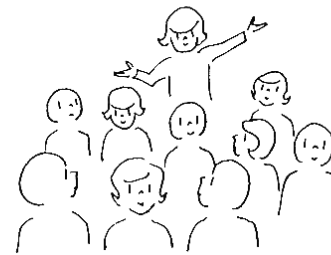
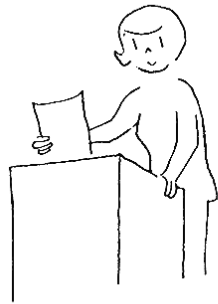
FOR ADDITIONAL INFORMATION, contact the National Association of Parliamentarians, 6601 Winchester Ave., Suite 260, Kansas City, MO 64133-4600.



Organizations using parliamentary procedure usually follow a fixed

AGENDA.

Here's a typical example:



HOW DO MEMBERS GET THEIR SAY ?

THEY MAKE MOTIONS!

A motion is a proposal that the assembly **TAKE A STAND** or **TAKE ACTION** on some issue.

Members can:

I. CALL TO ORDER

The chair says, "The meeting will please come to order."

II. QUORUM*

The chair notes if a quorum is present.

III. MINUTES

The secretary reads a record of the last meeting.

IV. OFFICERS' REPORTS

Often limited to a report from treasurer, but others may report at this time.

V. COMMITTEE REPORTS

First come reports from standing (permanent) committees, then from special (temporary) committees.

VI. SPECIAL ORDERS

Important business previously designated for consideration at this meeting.

VII. UNFINISHED BUSINESS

Business left over from previous meetings.

VIII. NEW BUSINESS

Introduction of new topics.

IX. ANNOUNCEMENTS

Informing the assembly of other subjects and events.

X. ADJOURNMENT

The meeting ends by a vote, or by general consent (or by chair's decision if time of adjournment was pre-arranged by vote).

PRESENT MOTIONS

(make a proposal)



SECOND MOTIONS

(express support for discussion of another member's motion)



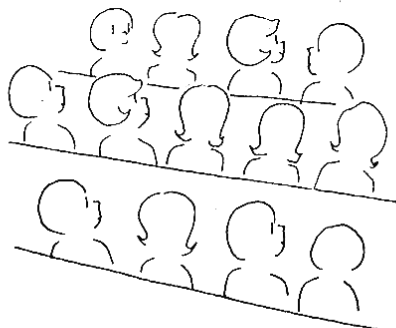
DEBATE MOTIONS

(give opinions on the motion)



VOTE ON MOTIONS

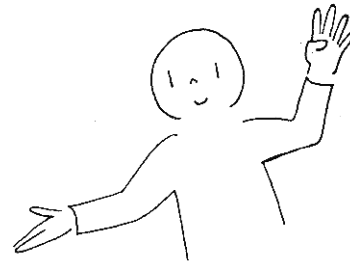
(make a decision).




***QUORUM...**

The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.

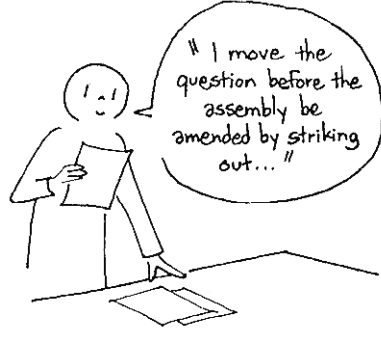
There are
**4 GENERAL TYPES
 OF MOTIONS.**




1 MAIN MOTIONS
 introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. For example:



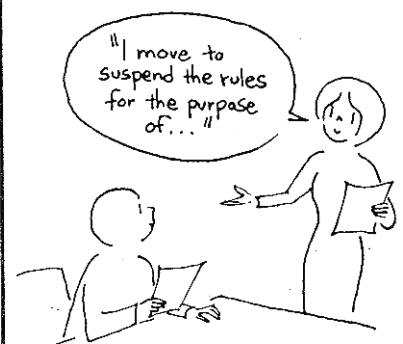
2 SUBSIDIARY MOTIONS
 change or affect how the main motion is handled. (They are voted on before the main motion.) For example:



3 PRIVILEGED MOTIONS
 are most urgent. They concern special or important matters not related to pending business. For example:



4 INCIDENTAL MOTIONS
 are questions of procedure that arise out of other motions. They must be considered before the other motion. For example:



**SOME QUESTIONS
 RELATING TO MOTIONS:**

IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

CAN IT BE AMENDED?

Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to the subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be debated again and revoted to give members a chance to change their minds. The motion to reconsider must come from the winning side.

MAY I INTERRUPT THE SPEAKER?

Some motions are so important that the speaker may be interrupted to make them. The original speaker regains the floor after the interruption has been attended to.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. However some subsidiary, privileged and incidental motions are not debatable.

WHAT VOTE IS NEEDED?

Most require only a majority vote, but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



The table on pages 8 and 9 answers these questions for some common motions.

PARLIAMENTARY PROCEDURE

-- at a glance.



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO ①
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	YES ②
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ③
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ④	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ⑤	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	YES ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	YES ⑧	NO	MAJORITY	NO

NOTES:

① Affirmative votes may not be reconsidered.

② Unless vote on question has begun.

③ Unless the committee has already taken up the subject.

④ Unless the motion to be amended is not debatable.

⑤ Unless the chair submits to the assembly for decision.

⑥ A 2/3 vote in negative is needed to prevent consideration of main motion.

⑦ Only if the main question has not been debated yet.

⑧ Unless the motion to be reconsidered is not debatable.

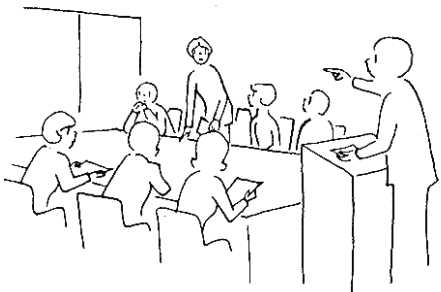
How do I present my motion?

Here's what to do when it's your turn to speak:



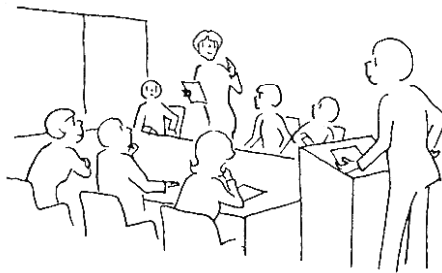
1. OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair.
Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



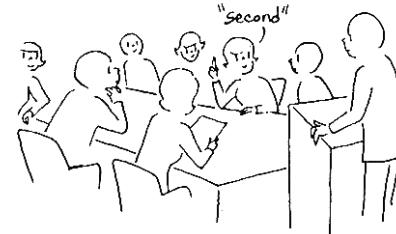
2. MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively.
Say, "I move that we . . ." instead of "I move that we do not . . ."
- Avoid personalities and stay on the subject.



3. WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.

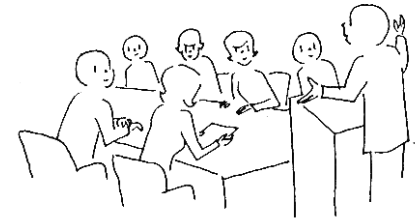


4. CHAIR STATES YOUR MOTION

The chair must say, "It is moved and seconded that we . . ."

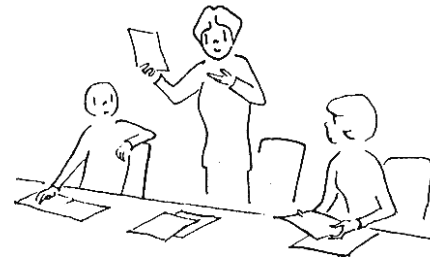
After this happens, debate or voting can occur.

Your motion is now "assembly property" and you can't change it without consent of the members.



5. EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chair.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



6. PUTTING THE QUESTION

- The chair asks, "Are you ready for the question?"
- If there is no more discussion, or if a motion to stop debate is adopted, a vote is taken.
- The chair announces the results.



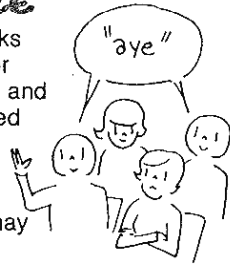
The method of VOTING ON A MOTION

depends on the SITUATION and on the laws of your organization.



BY VOICE

The chair asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) A member may move for an exact count.



BY SHOW OF HANDS

Members raise their hands as sight verification of or as an alternative to a voice vote. It does not require a count. A member may move for an exact count.



BY ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



BY BALLOT

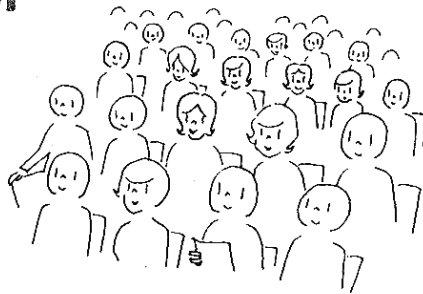
Members write their vote on a slip of paper. This is done when secrecy is desired.



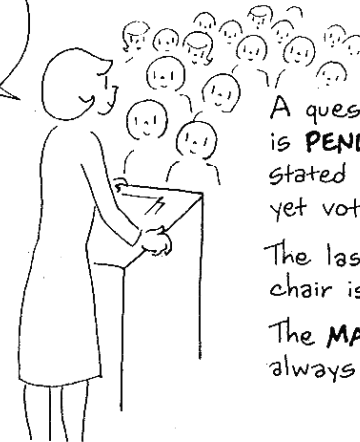
BY GENERAL CONSENT

When a motion isn't likely to be opposed, the chair says, "If there is no objection . . ." Members show agreement by their silence.

If someone says, "I object," the matter must be put to a vote.



More about VOTING



A question (motion) is **PENDING** when it has been stated by the chair but not yet voted on.

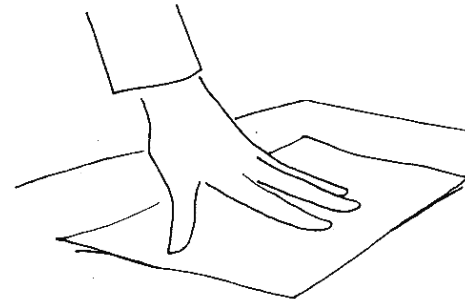
The last motion stated by the chair is the first pending.

The **MAIN MOTION** is always the last voted on.

A MOTION TO TABLE

(lay on the table)

This motion is used to lay something aside temporarily to take care of a more urgent matter. There is always the option to "take from the table" any motion for reconsideration by the assembly.



A MOTION TO POSTPONE INDEFINITELY

This is parliamentary strategy – it allows members to dispose of a motion without making a decision for or against. It is useful in case of a badly chosen main motion for which either a "yes" or "no" vote would have undesirable consequences.

